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## MEMORANDUM

## PERSONNEL MEMO 21-12

**To:** Constitutional Officers  
Cabinet Secretaries  
Agency Heads  
HR Administrators

**From:** Gerina D. Whethers, Secretary

**Date:** August 3, 2021

**Re:** COVID-19 Testing

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The Commonwealth of Kentucky remains committed to maintaining the health and well-being of its state employees and highly encourages all employees to be tested for COVID-19.

Effective immediately, with prior supervisory approval, all Executive Branch employees will be granted up to two (2) hours of scheduled work time to obtain testing for COVID-19. Testing is now widely available through the Commonwealth with some options listed at <https://govstatus.egov.com/ky-covid-testing>.

As a reminder, employees should not report to work or will be directed to leave work if they are having any of the following symptoms of COVID-19:

- Fever
- Chills
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Sore throat
- New cough
- Nausea/vomiting
- Diarrhea

Furthermore, employees should not report to work or will be directed to leave work if they have been recently diagnosed with COVID-19, or if they are unvaccinated and have been notified that they have been in close contact with someone who has been diagnosed with COVID-19. The employee should remain or return home and contact their supervisor for further information or instructions.

Lastly, while voluntary, all Executive Branch employees are highly encouraged and are granted up to two (2) hours of scheduled work time to take each of the COVID-19 vaccines. Furthermore, depending on an employee's daily work schedule, if an employee is unable to work or telework due to side effects from the

first or second COVID-19 vaccination, an employee may utilize up to 7.5 or 8.0 hours of leave for recuperation from the side effect or to seek treatment for the side effect. Please see [PM 21-02](#) for details.

Any questions related to this policy should be directed to Mary Elizabeth Bailey, Commissioner, Personnel Cabinet, Department of Human Resources Administration at [MaryE.Bailey@ky.gov](mailto:MaryE.Bailey@ky.gov).